

APPENDIX C-4a: FACULTY EVALUATION REPORT – TENURED FACULTY

Use this form for evaluation of all **tenured** (regular) faculty members. The form is available from Human Resources in electronic, fill-in-the-blank format.

Faculty Member (Evaluatee): _____

Current Assignment: _____

For the period of _____ to _____

Evaluation Sources Employed: (*Attach documentation*)

Immediate Administrator: _____

Peer Participants: _____ and _____

Other Sources Employed: (*Check all that apply*)

- ☐ Self-Evaluation
- ☐ Student Appraisals
- ☐ Sabbatical Report
- ☐ Other (*Describe*) _____

Findings (*Attach narrative*)

- ☐ Satisfactory
- ☐ Satisfactory (with
recommendations for
improvement)
- ☐ Unsatisfactory

Signatures (*Signatures of evaluatee, peer participants and Vice President of Instruction or Vice President of Student Learning indicate that they have read and discussed this report*)

Immediate Administrator _____ Date _____

Peer Participant _____ Date _____

Peer Participant _____ Date _____

Vice President _____ Date _____

Faculty Member (Evaluatee) _____ Date _____

The faculty member (evaluatee) shall have up to ten (10) working days to prepare and file a written response.

**APPENDIX C-4b: FACULTY EVALUATION PRELIMINARY REPORT –
FIRST & SECOND-YEAR PROBATIONARY & FIRST-YEAR TEMPORARY
FACULTY**

Use this form to verify completion of the Preliminary Evaluation Report for first and second year probationary and first-year temporary faculty. Submit this form with both the Preliminary Evaluation Report and Final Evaluation Report.

Faculty Member (Evaluatee): _____

Current Assignment: _____

For the period of _____ to _____ .

Evaluation Sources Employed: (Attach documentation)

Immediate Administrator: _____

Peer Participants: _____

Other Sources Employed: (check all that apply)

☐ Self-Evaluation

☐ Student Appraisals

☐ Sabbatical Report

☐ Other (Describe) _____

Signatures (Signatures of evaluatee, peer participants and Vice President of Instruction or Vice President of Student Learning indicate that they have read and discussed this Preliminary Report)

Immediate Administrator Date

Peer Participant Date

Peer Participant Date

Vice President Date

Faculty Member Date

**APPENDIX C-4b.1: FACULTY EVALUATION REPORT –
FIRST-YEAR PROBATIONARY FACULTY**

*Use this form for evaluation of all **probationary** (contract, tenure-track) faculty members in the **first year** of probationary employment. The form is available from Human Resources in electronic, fill-in-the-blank format. **Must be completed before February 15.***

Faculty Member (Evaluatee): _____

Current Assignment: _____

For the period of _____ to _____

Evaluation Sources Employed: (*Attach documentation*)

Immediate Administrator: _____

Peer Participants: _____ and _____

Other Sources Employed: (*Check all that apply*)

- ☐ Self-Evaluation
☐ Student Appraisals
☐ Other (*Describe*) _____

Findings (*Attach narrative*)

- ☐ Satisfactory
☐ Satisfactory (with
recommendations for
improvement)
☐ Unsatisfactory

Recommendation

(*Subject to approval by the President and
Chancellor*)

- ☐ Enter into a contract for the following
academic year
☐ Not enter into a contract for the following
academic year

Signatures (*Signatures of evaluatee, peer participants and Vice President of Instruction or
Vice President of Student Learning indicate that they have read and discussed this report*)

Immediate Administrator	_____	Date	_____
Peer Participant	_____	Date	_____
Peer Participant	_____	Date	_____
Vice President	_____	Date	_____
Faculty Member (Evaluatee)	_____	Date	_____

The faculty member (evaluatee) shall have up to ten (10) working days to prepare and file a written response.

**APPENDIX C-4b.2: FACULTY EVALUATION REPORT –
SECOND-YEAR PROBATIONARY FACULTY**

*Use this form for evaluation of all **probationary** (contract, tenure-track) faculty members in the **second year** of probationary employment. The form is available from Human Resources in electronic, fill-in-the-blank format. **Must be completed before February 15.***

Faculty Member (Evaluatee): _____

Current Assignment: _____

For the period of _____ to _____

Evaluation Sources Employed: (*Attach documentation*)

Immediate Administrator: _____

Peer Participants: _____ and _____

Other Sources Employed: (*Check all that apply*)

- ☐ Self-Evaluation
☐ Student Appraisals
☐ Other (*Describe*) _____

Findings (*Attach narrative*)

- ☐ Satisfactory
☐ Satisfactory (with
recommendations for
improvement)
☐ Unsatisfactory

Recommendation

(*Subject to approval by the President and
Chancellor*)

- ☐ Enter into a contract for the following two
academic years
☐ Not enter into a contract for the following
academic year

Signatures (*Signatures of evaluatee, peer participants and Vice President of Instruction or
Vice President of Student Learning indicate that they have read and discussed this report*)

Immediate Administrator	_____	Date	_____
Peer Participant	_____	Date	_____
Peer Participant	_____	Date	_____
Vice President	_____	Date	_____
Faculty Member (Evaluatee)	_____	Date	_____

The faculty member (evaluatee) shall have up to ten (10) working days to prepare and file a written response.

APPENDIX C-4b.3: FACULTY EVALUATION REPORT – THIRD-YEAR PROBATIONARY FACULTY

Use this form for evaluation of all **probationary** (contract, tenure-track) faculty members in the **third year** of probationary employment. The form is available from Human Resources in electronic, fill-in-the-blank format.

Faculty Member (Evaluatee): _____

Current Assignment: _____

For the period of _____ to _____

Evaluation Sources Employed: (*Attach documentation*)

Immediate Administrator: _____

Peer Participants: _____ and _____

Other Sources Employed: (*Check all that apply*)

- ☐ Self-Evaluation
☐ Student Appraisals
☐ Other (*Describe*) _____

Findings (*Attach narrative*)

- ☐ Satisfactory
☐ Satisfactory (with
recommendations for
improvement)
☐ Unsatisfactory

Signatures (*Signatures of evaluatee, peer participants and Vice President of Instruction or Vice President of Student Learning indicate that they have read and discussed this report*)

Immediate Administrator	_____	Date	_____
Peer Participant	_____	Date	_____
Peer Participant	_____	Date	_____
Vice President	_____	Date	_____
Faculty Member (Evaluatee)	_____	Date	_____

The faculty member (evaluatee) shall have up to ten (10) working days to prepare and file a written response.

**APPENDIX C-4b.4: FACULTY EVALUATION REPORT –
FOURTH-YEAR PROBATIONARY FACULTY**

*Use this form for evaluation of all **probationary** (contract, tenure-track) faculty members in the **fourth year** of probationary employment. The form is available from Human Resources in electronic, fill-in-the-blank format. **Must be completed before February 15.***

Faculty Member (Evaluatee): _____

Current Assignment: _____

For the period of _____ to _____

Evaluation Sources Employed: (*Attach documentation*)

Immediate Administrator: _____

Peer Participants: _____ and _____

Other Sources Employed: (*Check all that apply*)

- ☐ Self-Evaluation
☐ Student Appraisals
☐ Other (*Describe*) _____

Findings (*Attach narrative*)

- ☐ Satisfactory
☐ Unsatisfactory

Recommendation

(*Subject to approval by the President and Chancellor*)

- ☐ Employ the probationary (contract) employee as a tenured (regular) employee for all subsequent academic years.
☐ Not enter into a contract for the following academic year

Signatures (*Signatures of evaluatee, peer participants and Vice President of Instruction or Vice President of Student Learning indicate that they have read and discussed this report*)

Immediate Administrator	_____	Date	_____
Peer Participant	_____	Date	_____
Peer Participant	_____	Date	_____
Vice President	_____	Date	_____
Faculty Member (Evaluatee)	_____	Date	_____

The faculty member (evaluatee) shall have up to ten (10) working days to prepare and file a written response.

APPENDIX C-4c: FACULTY EVALUATION REPORT – TEMPORARY FULL-TIME FACULTY

Use this form for evaluation of all **temporary** (full-time, one-year, employed by contract) faculty members. The form is available from Human Resources in electronic, fill-in-the-blank format.

Faculty Member (Evaluatee): _____

Current Assignment: _____

For the period of _____ to _____

Evaluation Sources Employed: (*Attach documentation*)

Immediate Administrator: _____

Peer Participants: _____ and _____

Other Sources Employed: (*Check all that apply*)

- ☐ Self-Evaluation
☐ Student Appraisals
☐ Other (*Describe*) _____

Findings (*Attach narrative*)

- ☐ Satisfactory
☐ Satisfactory (with
recommendations for
improvement)
☐ Unsatisfactory

Signatures (*Signatures of evaluatee, peer participants and Vice President of Instruction or Vice President of Student Learning indicate that they have read and discussed this report*)

Immediate Administrator _____ Date _____

Peer Participant _____ Date _____

Peer Participant _____ Date _____

Vice President _____ Date _____

Faculty Member (Evaluatee) _____ Date _____

The faculty member (evaluatee) shall have up to ten (10) working days to prepare and file a written response.

APPENDIX C-4d: FACULTY EVALUATION REPORT – PART-TIME FACULTY

Use this form for evaluation of all **part-time** (part-time, hourly) faculty members. The form is available from Human Resources in electronic, fill-in-the-blank format.

Faculty Member (Evaluatee): _____

Current Assignment: _____

For the period of _____ to _____

Evaluation Sources Employed: (*Attach documentation*)

Immediate Administrator: _____

Peer Participant: _____

Other Sources Employed: (*Check all that apply*)

- ☐ Self-Evaluation
☐ Student Appraisals
☐ Other (*Describe*) _____

Findings (*Attach narrative*)

- ☐ Satisfactory
☐ Satisfactory (with
recommendations for
improvement)
☐ Unsatisfactory

Signatures (*Signatures of evaluatee, peer participants and Vice President of Instruction or Vice President of Student Learning indicate that they have read and discussed this report*)

Immediate Administrator _____ Date _____

Peer Participant _____ Date _____

Peer Participant _____ Date _____

Vice President _____ Date _____

Faculty Member (Evaluatee) _____ Date _____

The faculty member (evaluatee) shall have up to ten (10) working days to prepare and file a written response.